

Town of



Berwyn Heights

THE TOWN OF BERWYN HEIGHTS, MARYLAND
IS SOLICITING PROPOSALS
FOR

**POLICE STATION
ARCHITECTURAL & ENGINEERING FEASIBILITY SERVICES**

Request For Proposal
RFP #2020-1

Proposals Due before March 11, 2020, 2:00 pm

Solicitation Notification

Notice is hereby given that The Town of Berwyn Heights (TOWN) will receive proposals for

RFP #2020-1

ARCHITECTURAL & ENGINEERING FEASIBILITY SERVICES FOR POLICE DEPARTMENT

Proposals must be received prior to **2:00 PM on March 11, 2020** in The Town's Administration Office. Proposals must be sealed, prominently marked with the RFP number, title, due date, time, and name of vendor on outside of envelope.

The delivery location for all Proposals is:

Town of Berwyn Heights
5700 Berwyn Road
Berwyn Heights, MD 20740
Attention: Town Administrator

RFP documents are available from The Town of Berwyn Heights website
<https://www.berwynheightsmd.gov>

A mandatory Pre-Proposal Meeting will be held on February 12, 2020, at 10:30 AM at the Town Hall of The Town of Berwyn Heights, 5700 Berwyn Road, Berwyn Heights, MD 20740.

Note: Underlined items notes that they must be returned with your technical proposal

Section 1-General Information

A. Introduction

It is the intent of this RFP to solicit sealed proposals from qualified firms for the Town of Berwyn Heights (Town) to enter into a contractual agreement with a qualified architectural/engineering firm to conduct a space needs assessment for the Berwyn Heights Police Department and the departments and functions currently existing at the Town Hall and to determine if the site/land of the existing Town Hall can be expanded to accommodate the Berwyn Heights Police Department and the departments and functions currently existing at the Town Hall.

Competitive Sealed Proposals will be evaluated based upon criteria formulated around best value which may include among other criteria: price, quality, experience, performance, and references. Price will not be the sole determinant for the award.

B. Background

The Town of Berwyn Heights police department currently leases space 5411 Berwyn Road. This space houses police officers and administrative staff. In addition to the office space needs, the police department also has patrol vehicles including specialized vehicles: CID van, command truck, ¾ ton pick-up, motorcycle and a digital speed monitoring trailer.

C. Procurement Administrator

Town Manager, Maria Broadbent, will administer the solicitation process and will be the sole point of contact for purposes of this Request for Proposal. Do not contact the police department or any other Town of Berwyn Heights Official regarding this RFP. All questions and inquiries should be emailed to mbroadbent@berwynheightsmd.gov. All questions should be received no later than February 24, 2020 at 11 a.m. Responses to questions relevant to the RFP will be answered in the form of formal Addendum. Responses will not be made to telephone, faxed or mailed inquires.

Questions regarding the existing police department, officers, potential alternate site location, etc., will not be responded to. This RFP is for the feasibility study process and all such inquiries are irrelevant at this time. This information will be made available to the short-listed firms. Inquiries should be limited to this RFP process only and any addenda will respond to such inquiries.

D. Pre-Proposal Meeting

A MANDATORY pre-proposal meeting will be held on February 12, 2020 at 10:30 AM at 5700 Berwyn Road, Berwyn Heights, MD 20740. The purpose of the pre-proposal meeting is to give potential Proposers an opportunity to ask questions and to obtain clarification about aspects of this Request For Proposal. All proposers are responsible for insuring that a representative of their firm signs-in at the pre-bid meeting in order to have their attendance recognized. All Questions pertaining to the RFP should be submitted in writing, via email to Maria T. Broadbent, Town Manager at broadbentmaria@gmail.com. The deadline for questions is February 24, 2020 at 11:00 AM.

E. Proposal Submission

One (1) original and seven (7) copies of the response shall be submitted to, or hand delivered to Town of Berwyn Heights, 5700 Berwyn Road, Berwyn Heights, MD 20740, to the attention of POLICE STATION ARCHITECTURAL & ENGINEERING FEASIBILITY SERVICES, no later than **2:00 PM on March 11, 2020.**

Proposals must be submitted in envelopes or other mailing containers showing the RFP number, firm's name and address, and the proposal due date on the outside. Late proposals will not be accepted and will be returned unopened. A Register of Proposals will be prepared at the closing time.

F. Proposal Acceptance

Proposals must remain valid for a period of not less than ninety (90) days to allow for evaluation, Council approval and Contract execution. Town of Berwyn Heights reserves the right to accept or reject any or all proposals, waive informalities and select the most favorable proposal that will serve its best interest.

G. Calendar of Events

Advertise Solicitation	January 2020
Pre-Proposal Meeting	February 12, 2020 10:30 a.m.
Questions Due	February 24, 2020 11 a.m.
Addendum Issued (if applicable)	February 27, 2020
Proposals Due	March 11, 2020 2 p.m.
Evaluations	March 25, 2020
Presentations and Cost Proposal Due	April 8, 2020
Notification of Award	April 22, 2020

H. Incurring RFP Preparation Cost

The Town accepts no responsibility for any expense incurred in the proposal preparation, on-site presentation, mailings etc. No graphics or drawings are being requested and should not be included in the submission of responses to this RFP.

I. Confidential Information

Technical trade secrets or proprietary information submitted in response to this solicitation must be clearly labeled as “Confidential & Proprietary” and may not be disclosed unless required under the appropriate freedom of information statute. Proposers must clearly identify the data or other materials to be protected and state the reasons why protection is necessary. If awarded, the RFP and all related documents and proposal submissions will become part of the contract award. It is inappropriate for all or the majority of the proposal contents to be considered confidential.

J. Termination for Cause

If the Contractor fails to fulfill its obligations under this contract properly and on time, or otherwise violates any provision of the contract, The Town may terminate the contract by written notice to the Contractor.

K. Billing and Payment

Payment will be made at the conclusion of the feasibility study. The invoice shall be sent to 5700 Berwyn Road, Berwyn Heights, MD 20740.

L. About This Document

This document is a Request for Proposal (RFP). It differs from a Request for Bid/Quotation in that The Town is seeking a solution, as described in the cover page and in the following sections, not a bid/quotation meeting firm specifications for the lowest price. As such, the lowest prices proposed may not guarantee an award recommendation. Competitive Sealed Proposals will be evaluated based upon criteria formulated around the most important features and best value of a product or service, of which quality, experience, references, and availability or capability, may be overriding factors, and price may not be determinative in the issuance of a contract or award. The proposal evaluation criteria should be viewed as standards that measure how well a contractor(s) approach meets the desired requirements and needs of the Town. Those criteria that will be used and considered in evaluation for award are set forth in this document.

No negotiations, decisions, or actions shall be initiated by any proposers as a result of any verbal discussion with anyone from the Town or police member prior to the opening of proposals in responses to this document. RFP Proposers shall make no contacts – either written or verbal – with any individual other than the individual identified herein during the period beginning with the issuance of this RFP through approval of award. Any attempt by a supplier/proposer to influence a member or members of the aforementioned may be grounds to disqualify the proposal from the proposer from further consideration.

If awarded, this RFP document in its entirety including attachments, appendices and addenda will become part of the Contract.

M. Award

Award will be made to one Proposer.

N. Anti-discrimination

It is the policy of the Town that in connection with all work performed under Contracts, there shall be no discrimination against any prospective or active employee engaged in the work because of sexual orientation, physical and mental disability, medical conditions, marital status, age, pregnancy, veteran status, gender, race, color, ancestry, national origin, sex, or religious creed. Therefore, the Proposer agrees to comply with applicable Federal and Maryland laws.

Section 2-Scope of Work

A. Objective

To enter into a Contract Agreement with an architectural/engineering firm for the services of a space needs assessment study for a new police station and whether the existing Town Office site can be used.

To enter into a contractual agreement with a qualified architectural firm to conduct a space needs assessment for the Berwyn Heights Police Department and the departments and functions currently existing at the Town Hall and to determine if the site/land of the existing Town Hall can be expanded to accommodate the Berwyn Heights Police Department and the departments and functions currently existing at the Town Hall. The assessment of the Berwyn Heights Police Department and the departments and functions currently existing at the Town Hall shall include the projected needs of both into the future.

B. Desired Outcome

The expected outcome of this proposal is a feasibility study that determines the size, configuration and location necessary for a modern police department required for the size of staff and needs of the Town and the services provided by the Town at Town Hall, now and into the future. The feasibility study will determine if the structure which currently houses Town Hall can be expanded to accommodate the Police Department.

C. Scope of Work Requirements

1. Work with designated police and administrative personnel to evaluate the existing Police Department and Town Hall space for appropriateness as it relates to personnel, space allocation, equipment storage, records storage, customer service counters, security demands, work session/Town Council meeting areas, parking and related services. Study shall include the projected needs of the Police Department and Town Hall 20 years into the future.

Examine the current Town Hall building to determine if and how it can be expanded/ construction to accommodate 1.) the current Police Department and Town Hall functions and staffing levels and 2) the needs and staffing levels of the Police Department and Town Hall functions projected 20 years into the future.

Examine the available land site at 5700 Berwyn Road for feasibility of construction including the following: 1) Topographic and Location Survey of the project area, 2) Geotechnical Investigation of the potential development site.

Perform a code analysis of the current Prince George's County codes to determine if the expansion/construction of the proposed Town Hall to accommodate the recommended construction can comply with all applicable codes to included, but not limited to: stormwater management, parking requirements, underground utilities, building code, plumbing, electrical, mechanical, life-safety, American's with Disabilities Act and wastewater pretreatment.

Present a complete written report of the study of the preferred/recommended option.
Seven (7) copies of the report are required, as well as one (1) electronic copy.

Meet with staff from the Police Department and administration staff, as needed, to gather information about the needs of the Town, the preferences of the staff, and to discuss draft reports.

Attend at least two (2) meetings, probably in the evening, with Town representatives to present and review the report.

D. Subsequent Project Elements

The Town of Berwyn Heights reserves the right to continue to work with the awarded Architect for subsequent phases of this project, including programming needs assessments, drawing and design services, cost estimates, construction administration and completion of all necessary services to design and construct the project.

Section 3-Evaluation and Selection Process

A. Two-Step Process

This solicitation is a two-step process. Technical proposals (only) are required in response to this solicitation. Technical proposals will be evaluated to arrive at a “short-list” of qualified respondents. The Town will ask for in-person presentations from each “short-listed” Proposer. Cost Proposals for a complete Feasibility Study will also be due at the time of presentation. One firm will be selected for final award. Concepts and fees should NOT be included in proposal responses.

B. Evaluation Criteria

Competitive Sealed Proposals will be evaluated based upon criteria formulated around best value which may include among other criteria: proposal quality, experience, performance, references, and price. Price will not be the sole determinant for the award. The evaluation criteria are set forth below and are intended to be the basis by which each proposal shall be evaluated.

Each proposal will be assigned an adjectival rating score as described below. The Town has selected a committee of qualified personnel to review and evaluate proposals submitted (evaluation committee). A recommendation of short-listed proposers, and for award of a contract will be determined by the evaluation committee after taking into consideration all of the evaluation criteria. Award of a contract will only be considered to the Proposer determined to be responsive and responsible, and representing the best value to the Town based on a final evaluation of both the technical and price proposals.

The Town reserves the right to reject any and all proposals and/or to waive any minor informalities.

The successful Proposer will be required to execute a contract with the Town and the contract will include all of the provisions of this RFP, including conditions, attachments and addenda issued. The Town reserves the right to terminate negotiation when, in its judgment, negotiations have reached an impasse. Each Tab Section of the Technical Proposal will receive a score rating based on the scoring points described below.

Point Scoring:

proposal quality, experience, performance, references, and price.

- Tab A. 5 points
- Tab B. 25 points
- Tab C. 30 points
- Tab D. 20 points
- Tab E. 20 points

Section 4 – Proposal Format

Technical Proposal Format

Table of Contents

Tab A - Transmittal Letter and Required Forms

This should include the name and address of your company, the name, email and title of the primary contact person for matters related to this solicitation.

The following executed forms should be included immediately following the transmittal letter:

- Certification regarding US Government Debarment, Suspension, Ineligibility, and Voluntary Exclusion
- Anti-Bribery Affidavit

Tab B - Statement of Qualifications

Provide an overview of your firm and describe how your company is uniquely qualified to address the needs of the Town as they relate to the specifications in this solicitation. This section should include a brief history of your company.

Tab C - Technical Approach

Describe the process your firm will use to process the tasks to be performed. Include any meetings, data/reports utilized, industry standards for similar municipality markets, comparative study techniques, and implementation strategies as well as any other methods and/or steps necessary to complete a comprehensive feasibility study.

Tab D - Project Team

Provide qualifications and resumes for the key personnel who will be involved in this project. Please include resumes of relevant sub-consultants that will be working with the firm on the completion of the feasibility study.

Tab E - Success Stories

Describe three success stories of your firm, preferably of projects of similar scope as described in this RFP. Included in this section should also be a list of any relevant experience with law enforcement project. Provide contact names and email addresses for each of your success stories.

Price Proposal

Do not send a Price Proposal with your Technical Proposal. Cost Proposals will only be requested from those firms that are “short-listed.”

Short-Listed firms will be required to provide their Price Proposal at the time of their presentation. Cost Proposals will be a lump sum fee of the cost to complete the Feasibility Study.

Proposal Submission

Technical Proposals are to be submitted in sealed envelopes prior to the date and time stipulated.

One (1) original and seven (7) copies of the technical proposal and one (1) electronic copy shall be submitted.

The proposal due date is March 11, 2020 at 2 p.m. Late proposals will not be accepted and will be returned unopened. A Register of Proposals will be prepared at the closing time.

Proposals should be sent to:

Architectural & Engineering Feasibility Services for Police Department
Town of Berwyn Heights
5700 Berwyn Road
Berwyn Heights, MD 20740

Specific Information Requested From All Proposal Submitters

The Town may make such investigations deemed necessary to determine the ability of the Proposer to furnish the necessary requirements described herein. The Proposer shall furnish, to the Town, all data and information requested in order to determine the Proposer's ability to perform under this RFP. The Town reserves the right to reject any offer if the evidence submitted by, or investigation of, such Proposer fails to satisfy the Town that such Proposer is qualified to carry out the obligations of the contract.

The following forms must be signed and returned with the proposal (as part of Tab A)

Town of Berwyn Heights

**CERTIFICATION REGARDING U.S. GOVERNMENT
DEBARMENT, SUSPENSION, INELIGIBILITY, AND VOLUNTARY EXCLUSION**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 34 CFR, part 85, Section 85.510, Participants' responsibilities. The regulations were published as Part VII of the May 26, 1988, Federal Register (pages 19160-19211).

- (1) The prospective participant certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Name and Title of Authorized Agency/Organization Representative

Signature

Date

Agency/Organization

MUST BE RETURNED WITH BID PROPOSAL

ANTI-BRIBERY AFFIDAVIT

I HEREBY CERTIFY that:

1. I am the _____
(title)
and the duly authorized representative of the firm of _____
whose address is _____
and that I possess the legal authority to make this affidavit on behalf of myself and the firm for which I am acting.

2. Except as described in paragraph 3 below, neither I, nor to the best of my knowledge, the above firm, nor any of its officers, directors or partners, or any of its employees directly involved in obtaining contracts with the State or any county, bi-county, or multi-county agency, or subdivision of the State have been convicted of, or have pleaded nolo contendere to a charge of, or have during the course of an official investigation or other proceeding admitted in writing or under oath acts or omissions committed, which constitute bribery, attempted bribery, or conspiracy to bribe under the provisions of Section 9-201 in the Criminal Law Article of the Annotated Code of Maryland or under the laws of any state or federal government.

3. (State "none" or, as appropriate, list any conviction, plea, or admission described in paragraph 2 above, with the date; court, official, or administrative body; and the sentence or disposition, if any.)

I acknowledge that this affidavit is to be furnished to the requesting agency, and where appropriate, the Attorney General under §16-202, S.F. of the Annotated Code of Maryland. I acknowledge that, if the representations set forth in this affidavit are not true and correct, Town of Berwyn Heights may terminate any contract awarded and take any other appropriate action. I further acknowledge that I am executing this affidavit in compliance with §16-203, S.F. of the Annotated Code of Maryland, which provides that certain persons who have been convicted of or have admitted to bribery, attempted bribery, or conspiracy to bribe may be disqualified, either by operation of law or after a hearing, from entering into contracts with the State or any of its agencies or subdivisions. I do solemnly declare and affirm under the penalties of perjury that the contents of this affidavit are true and correct.

Signature

Date

MUST BE RETURNED WITH BID PROPOSAL